

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES ASSISTANT –
Departmental Operations

SALARY GROUP: B12

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Mandy Flinn DATE: 05/05/2022

POSITION #: 004443

I. JOB SUMMARY

Performs entry-level human resources administrative and technical assistance work. Work involves assisting with human resources administrative and technical support activities within a human resources management program. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in the coordination and administrative processing of new hires and terminations; reviews and prepares selection documentation and obtains clearance for hire; monitors actions to ensure compliance with laws, policies, and procedures; and assists in maintaining and submitting selection records.
 - B. Reviews, screens, and evaluates applicant qualifications; refers qualified applicants to the appropriate hiring authorities; coordinates and schedules interviews for the selection process; and prepares related paperwork.
 - C. Reviews, enters, and processes requests for employment and employee services actions and changes; ensures proper distribution of copies, documentation, and reports; administers and scores pre-employment and other tests; and assists in maintaining records, files, and reports.
 - D. Prepares, reviews, and processes correspondence, reports, and forms; performs data entry, retrieval, and data searches; and assists in maintaining record keeping and filing systems to include automated information systems.
 - E. Reviews timekeeping and related data entry to ensure compliance with policies and procedures; identifies discrepancies and coordinates corrections; and assists in the execution of human resources management policies and procedures.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. One year full-time, wage-earning customer service, clerical, administrative support, or technical program support experience. Fifteen semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each six months of experience.

Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management – Certified Professional (SHRM-CP), or Society for Human Resource Management – Senior Certified Professional (SHRM-SCP) certification may substitute for two years of experience.

A Human Resources Certificate from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may substitute for one year of experience.

3. Human resources experience or general office experience that includes human resources-related functions preferred.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to review and evaluate human resources documents and records and recommend corrections for deficiencies.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill in the electronic transmission of communications.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.